



Introductory Personalized Mindfulness Training Sample Workshop

The below topics are presented through an array of engaging, interactive, and multisensory experiences that emphasize how mindfulness enhances health, productivity, and happiness. Moreover, this agenda is fully customizable to your needs based on a sample poll that would be distributed to attendees beforehand and a conversation with your leadership prior to the training.

1. Introduction (5 minutes)

- Gratitude
- Surrender electronics, watches, and other distractions
- Agenda overview
- Mindful ice-breaker
- Real-life stories about the joyful, life-changing possibilities of personalized mindfulness that relate to attendees
- The foundational mindfulness practice of following the breath

2. Understanding Mindfulness (and Debunking Common Myths!) (10 minutes)

- Define mindfulness
- Emphasize that mindfulness is a universal and secular muscle that everyone can cultivate
- Debunk common myths about mindfulness
- Understand how mindfulness works through The Bubble Pop Game

3. Acceptance and Understanding of Both Internal and External Stress (10 minutes)

- Causes of internal stress:
 - Discussion of the random thoughts that arose among attendees during the introductory, brief guided mindfulness meditation (most people find their mind wandering into the past, future, or fantasy realms – these thoughts can fuel stress)
- Causes of external stress:
 - Discussion of anonymous survey feedback
- Brief overview of the physical and mental effects of stress

4. Interrelated Benefits of Mindfulness as They Apply to Your Organization (10 minutes)

- Lessons learned from other organizations that have successfully implemented mindfulness
- Stress-reduction
- Adding an 'Undo Feature' to your life: Real-time awareness of reflexive, emotional reactions that can otherwise lead to regrettable decisions if acted upon
- Greater enthusiasm for life and work



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4. Interrelated Benefits of Mindfulness as They Apply to Your Organization (Continued) (10 minutes)

- Community-building by enhancing communication between and among attendees (as well as in their other relationships)
- Other benefits as described in articles from *The National Institutes of Health and Science*

5. How to Design and Build a Regular, Personalized Mindfulness Practice (10 minutes)

- Reiterate that mindfulness is a muscle that everyone can cultivate
- Identify obstacles to practicing
- Attendees complete a self-inventory that measures their individual strengths and learning styles
- Attendees are offered customized mindfulness practices based on the results of their self-inventories and the tools to create their own
- Attendees learn how to revel in their personalized approach

6. Scaling and Sustaining Mindfulness Practices (5 minutes)

Distribute a handout that details the following (the information below is briefly reviewed):

- Attendees draft specific goals they want to garner from consistent practice
- Attendees draft a commitment to undertake their favorite mindfulness practices, including specific dates, times, and locations
- Introduce attendees to the following, proposed mindfulness-related support structures:
 - Central internal website: A hub for information sharing, downloadable supporting documentation, webinar access, a calendar of events, videos, podcasts, classroom highlights, blogs, social media, news, a personalized mindfulness exercise generator, apps, FAQs, inquires, etc.
 - Integrate mindfulness into the training of leaders and staff
 - Include a mindfulness engagement section into professional evaluations
 - Daily, inspirational reminder e-mails
 - Install an 'undo send' function into e-mail servers
 - Formal time built into the work schedule specifically for practicing mindfulness and continual support, including:
 - Ongoing refresher courses and programming about different aspects of mindfulness (available through on-site and virtual one-on-one formats)
 - Daily logs
 - Weekly surveys
 - Integration into other professional development activities and meetings
 - Mindfulness groups that meet during lunch and/or after work
 - Regular check-ins, progress monitoring, and coaching

